



COMDTNOTE 5216  
JUL 17 2003

COMMANDANT NOTICE 5216

CANCELLED: JUL 16 2004

Subj: CORRESPONDENCE REQUIREMENTS REFLECTING DEPARTMENTAL STATUS

Ref: (a) The Coast Guard Correspondence Manual, COMDTINST M5216.4 (series)  
(b) U.S. Coast Guard Postal Manual, COMDTINST M5110.1 (series)

1. PURPOSE. This Notice provides policy to ensure that updated correspondence formats, including those on envelopes, reflect Coast Guard's status in the U.S. Department of Homeland Security.
2. ACTION. Area and district commanders, commanders maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. Internet release authorized.
3. DISCUSSION. The U.S. Coast Guard officially became a part of the Department of Homeland Security on 1 March 2003. Accordingly, correspondence macros reflecting this new status were deployed at that time to ensure that any directives, letters, memoranda etc. written thereafter would include the new Department's name. All offices/commands shall ensure that correspondence is written using the updated macros and mailed in envelopes per the provisions of references (a) [http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/CIM/CIM\\_5216\\_4C.pdf](http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/CIM/CIM_5216_4C.pdf) and (b) [http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/CIM/CIM\\_5110\\_1A.pdf](http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/CIM/CIM_5110_1A.pdf) as discussed below.
  - a. Pre-Printed Envelopes. Those commands that order pre-printed address envelopes shall ensure they contain "U.S. Department of Homeland Security" in the upper left corner. In the interim, cover the previous department's name. Upon receipt of new envelopes, dispose of those containing "U.S. Department of Transportation."
  - b. Hand-Stamped Envelopes. Those units that hand-stamp their address shall order hand-stamps that include the new department's name.

DISTRIBUTION – SDL No. 140

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	1	1	1		1	1	1	1	1	1		1	1	1	1	1	1				1					
B		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
C	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
D	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1
E		1	1	1			1		1	1	1	1		1	1	1	1			1	1		1			
F																	1	1	1							
G	1	1	1	1	1																					
H																										

NON-STANDARD DISTRIBUTION:

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4. HEADQUARTERS ONLY. Drafters of correspondence for the Secretary of Homeland Security shall ensure the signature block reads: "Tom Ridge."
5. FORMS. None.

C.I. PEARSON /s/  
Director of Information and Technology